

YOU'VE APPLIED FOR UNEMPLOYMENT... WHAT'S NEXT?

**NOW, YOU START YOUR “WEEKLY CLAIMS.”
YOU MUST MAKE A CLAIM, ON TIME, EACH WEEK.**

HOW DO I MAKE MY WEEKLY CLAIM?

Simply log onto **go2ui.com** and click on “Weekly Claims” to get started. If you have a computer, it is easiest to claim from home. If not, you can use free computers at your local library or WorkSource Center.

What is a Weekly Claim?

A weekly claim is a set of questions you answer about the week that just ended. Your answers will tell us if you're eligible for benefits. If you don't make your claim on time each week, you won't receive a check.

When Do I Make My First Weekly Claim?

You always claim for a week after it has ended. All weeks end at midnight on Saturday night. So, Sunday is the first day you can file for the week that has just ended.

The Sunday after you applied for unemployment is the first day you can make your first weekly claim. However, you have until 5 p.m. on the last working day of the week to claim (this is usually a Friday, unless there is a state holiday).

YOU APPLIED FOR UNEMPLOYMENT BENEFITS DURING THIS WEEK	MONTH						
	S	M	T	W	T	F	S
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
YOU MAKE YOUR FIRST WEEKLY CLAIM THIS WEEK	20	21	22	23	24	25	26
	27	28	29	30	31		

What If I Don't Make My Claim on Time?

Our Internet and telephone weekly claims line systems do not accept late claims. If you try to claim late, or you miss a week, the system will not work for you. You will need to call the Unemployment Claims TeleCenter during regular business hours to restart your claim.

How do I File by Phone?

If you don't have access to a computer, call the Weekly Claims Line and press (or say) “1” to get started:

Seattle	206-340-0300
Spokane	509-892-6888
Tacoma	253-305-0300
All other areas	1-800-318-6022
Espanol	1-800-318-1664
TTY	1-800-318-1665

You may have difficulty using the claims line from some cordless and cellular phones.

If you can't use the Internet or the phone, use the claim forms included in your Unemployment Claims Kit.

What Will Happen the First Time I Claim?

You will be asked to:

- Enter your social security number,
- Enter the two-digit month and the four-digit year you were born, and
- Create a personal identification number (PIN).

Your PIN is a four-digit code that you will need to file your claim each week. Be sure that it is a number you will remember. Don't tell anyone your PIN; it is legally the same as signing your name. You are responsible for all payments made with your PIN.

How Do I Know My Weekly Claim was Accepted?

The message “your claim has now been accepted” will confirm that your claim is complete. If you disconnect before getting this message your claim will not be processed.

If more information is needed, you will be given a special phone number to call the TeleCenter. If you don't call this number as instructed, your check may be delayed.

If you are unsure whether your claim has been accepted, call the Weekly Claims Line at least 24 hours after submitting your claim and press (or say) “2”.

Job Hunter

It's on the prowl...for your next job

When you applied for unemployment, you were automatically registered for Job Hunter, a computerized job match program. The system works to match you with job openings that match your skills. If a match is found you will get a Job Hunter Update when you file your weekly claim.

Go Back to Work Fast

You must make at least three job search contacts or complete one approved in-person job search activity each week that you claim benefits. Visit your local WorkSource Center to find all the FREE resources, technology, and personal service you'll need to find a job, including, workshops, computers, copiers, telephones, FAX, Internet access, and newspapers – all to search for jobs and contact employers. Look in your Unemployment Claims Kit or your local phone book or go to **www.go2worksource.com**

Weekly Claims Online at www.go2ui.com

How Do I Make My Weekly Claim?

Simply log onto **go2ui.com** and click on “Weekly Claims” to get started. If you have a computer, it is easiest to claim from home. If not, you can use free computers at your local library or WorkSource Center.

What Will I be Asked When I Claim Each Week?

You will be asked the following questions about the week that just ended. If you make a mistake, simply disconnect and start over.

1. Were you physically able and available for work each day?
2. Did you make an active search for work as directed?
3. Did you refuse any offer of work or fail to go for a scheduled job interview?
4. Have you applied for or received worker’s or crime victim ’s compensation?*
5. Have you applied for or did you have a change in pension?*
6. Did you or will you receive holiday pay from your regular employer for any day of the week you’re now claiming?*
7. Did you or will you receive vacation pay for any day of the week you are now claiming?*
8. Did you or will you receive pay in lieu of notice, or termination pay for any day of the week you are now claiming?*
9. Did you serve on a jury?*
10. Did you perform duty in the Military Reserve or National Guard for more than 72 consecutive hours?*
11. Did you work in self-employment?*
12. Did you work for any employer last week?*

If you worked during the week, be ready to provide your employer’s business name, complete mailing address, and dates you worked.

13. Did you have any other reportable earnings?* If you are not sure these earnings are reportable, refer to your Unemployment Claims Kit or check with your TeleCenter.

*Report earnings in the week you earned them, not in the week you received them. Enter the total amount before deductions. For self-employment, enter your net earnings. You will also be asked the total hours or days for which you had earnings.

Under special circumstances, you may also be asked:

- Did you work for more than one employer?
- Was this work for the same employer as last week?
- Did you or will you work for the same employer this week?
- Have you had a reduction in hours due to a lack of work?
- Was your separation from employment due to:
 1. A lack of work?
 2. Reduced hours due to a lack of work?
 3. You were fired?
 4. You quit?
 5. Some other reason?

Weekly Claims Online at www.go2ui.com



Employment Security is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to persons with disabilities.